

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner (Supervisor)	District 09 - Community, Regional, and System Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief - Community, Regional, and System Planning	909-101-4724	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Deputy District Director for Planning, Modal Programs, and Local Assistance, the incumbent will supervise Transportation Planning staff in Community, Regional, System, and Advance Planning to manage, coordinate, and implement complex Planning programs, studies, and grants relating to the future development and operation of the District's transportation and communities needs.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Oversees and directs the planning, development and implementation of the District's community planning effort, to promote and participate in community-based planning that integrates land use, transportation, and community values. As the District liaison, attend and make presentations before the Local Transportation Commission (LTC) and/or Council of Government (COG) meetings; and work with local agency planning commissions and planning departments, on community and regional planning activities. Attend advisory committee meetings, scoping meetings, public hearings, and other related events.
30%	E	Supervises staff in the the development, update, and delivery of system planning products for the District, including but not limited to, Transportation Concept Reports, Route Development Plans, and Transportation System Management Plans. Represents the District as the Native American Liaison. Provides support and performs complex transportation planning studies, modeling, and information for other local, Regional and State planning efforts.
15%	E	Supervises and oversees the District's 40.50 Project Initiation Development (PID) unit to develop PID candidate projects, and produces a PID work program each fiscal year.
10%	E	Supervises staff in the design, management, implementation, and preparation of final documents for complex special studies including but not limited to traffic origin and destination studies, travel surveys, preliminary routing analysis, corridor studies, feasibility analysis reports, new technology studies, and relinquishment studies.
5%	M	Performs staff development activities that include, but are not limited to, mentoring, training, and safety meetings.
5%	M	Assumes the responsibilities of the Deputy District Director for Planning, Modal Programs, and Local Assistance when so delegated.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a staff of transportation planners and transportation engineering technicians. May act on behalf of the Deputy District Director for Planning, Modal Programs, and Local Assistance in his/her absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have comprehensive skills, knowledge, and abilities associated with the Senior Transportation Planner classification.

Knowledge of various phases of transportation planning, including project management concepts, grant administration,

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transportation economics and financing, planning processes, system planning.

Knowledge of the State highway regional transportation processes; Federal and State laws and regulations; and Federal and State public transportation funding programs.

Ability to act independently and professionally in a variety of settings and under tight deadlines. Ability to develop and maintain cooperative, collaborative and collegial relationships with a variety of internal and external customers and partners (including public agency management-level staff and Native American tribal government leaders).

Ability to analyze proposals, plans and other planning products for completeness and content; ability to provide comprehensive technical feedback orally and in writing to ensure staff understand work assignments.

Knowledge of the Department's Directives and Policies including those related to Equal Employment Opportunity.

Ability to act independently and exercise a high degree of professional judgment and initiative in the daily administration of his/her responsibilities.

Ability to act independently and professionally in a variety of settings and to plan, prioritize, organize, coordinate, and work effectively and efficiently, sometimes on multiple tasks concurrently under tight deadlines.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to communicate effectively, both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to follow standardized practices and procedures in accomplishing his/her work and is held personally responsible for the accurate, professional, and timely application of the work plan. An error or invalid decision could result in unnecessary delays to the transportation planning process; failure to meet required deadlines, loss of funding opportunities, and damage to District credibility.

PUBLIC AND INTERNAL CONTACTS

Frequent public, private, and government contact is necessary in this position to obtain information for the transportation planning and programming processes; and disseminate information and/or explain transportation programs, methodologies, legislation, funding sources, projects, etc. There will be daily contact with other District functional units and frequent contact with Regional Transportation Planning Agencies, and other governmental agencies, Caltrans Headquarters and Regional personnel, special interest groups, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit or stand for periods of time, use a personal computer and attend meetings.

Must be able to travel for long periods of time to review projects and attend meetings, both day and evenings.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to focus and concentrate for long periods of time.

Must quickly grasp new information and comprehend technical policy and procedural documents.

Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.

Must have the ability to work independently to accomplish assignments.

Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.

Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining a calm and diplomatic attitude.

May be required to move large or heavy files and displays from one location to another.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel and conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE